

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: November 10, 2021**

**Closing Date: Until Filled**

**RECEPTIONIST  
Criminal Division, Sussex County**

**Job Responsibilities and Duties:**

This position is the *main* Receptionist in the Criminal Division in Sussex County, with a high volume of activity providing customer service to internal and external callers and greeting and directing visitors and administrative duties as needed. This Receptionist will be expected to pick up, sort, and deliver mail and facsimiles, process special delivery mail received, ensuring mail left for pick up is handled and receiving all packages, UPS, FedEx, etc. Duties also will include administrative functions such as typing, filing and data entry, copying and collating information, compiling jury panel profiles, in addition to serving as a Receptionist. The primary work hours are 8:00 a.m. to 4:30 p.m.

**Minimum Qualifications:**

- Must be detail-oriented.
- Must be able to work effectively and efficiently in managing multiple priorities in an extremely fast-paced work environment.
- Must be well organized and proficient in Microsoft Word office suite.
- Must have excellent verbal and written skills; excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.
- Must have a working knowledge of proper professional reception practices and procedures, including eliciting/disseminating routine information.

*Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.*

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>**

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov)  
OR Fax to: 302-577-5866. EOE.**